

## INSTRUCTIONS FOR ENVIRONMENTAL INTAKE FORM

The Environmental Policy Act of 1989 (DC Code Sec. 6-981, DC Law 8-36) requires that District of Columbia agencies consider the environmental impact of all proposed major actions prior to issuing any approvals for such actions. The purpose of the Environmental Intake Form is to screen all applications for permits to ensure compliance with the Environmental Policy Act. Every applicant for a building permit must complete this form for submission with the application for a permit. A copy of the Regulations of the Environmental Policy Act of 1989 is available for review in the Permit Service Center, Room 2300, 941 North Capitol Street NE. Or you can visit [www.dcrd.dc.gov](http://www.dcrd.dc.gov) on the Internet to find forms, laws and regulations, maps and links to other websites that provide information related to environmental policy review.

Department of Consumer and Regulatory Affairs (DCRA) staff will review the Environmental Intake Form to determine whether or not an Environmental Impact Screening Form (EISF) is required. If a determination is made that an EISF is not required, the application for a permit will proceed through its normal reviews. **If a determination is made that an EISF is required, no permit can be issued until interagency reviews of the EISF are completed, and a determination is made by the Director of DCRA that the proposed action will not result in substantial negative impact.**

Following are line-by-line instructions and resources for completing the Environmental Intake Form. Note that in addition to the resources provided below, all District of Columbia laws and regulations are available at local DC public libraries. Also note that all phone numbers provided are within the (202) area code.

- 1. Does the owner of this site own adjacent or abutting property?**
  - If the answer is yes, submit a site plan to the EIS Coordinator, DCRA. If there are no plans to develop the adjacent or abutting property within the next three years, prepare an explanation and submit to the EIS Coordinator.
  - If the answer is no, proceed to question # 2.
- 2. Does the owner of the site plan to acquire property that is adjacent to or abutting this site within the next three years?**
  - If the answer is yes, submit a site plan to the EIS Coordinator, DCRA. If such plans are not yet available, prepare an explanation and submit to the EIS Coordinator.
  - If the answer is no, proceed to question # 3.
- 3. Is additional development planned by the applicant for any site within the same square during the next three years?**
  - If the answer is yes, submit a site plan to the EIS Coordinator, DCRA. If such plans are not yet available, prepare an explanation and submit to the EIS Coordinator.
  - If the answer is no, proceed to question # 4.
- 4. Is this project a residential structure within the R-1 through R-5-A zoning districts?**
  - If the answer is yes, go directly to the signature line.
  - If the answer is no, proceed to the next question.
  - If you don't know the zoning for this property, ask to speak to the Zoning Technician in Room 2300. In addition, the Zoning Regulations and zoning maps are available on the Internet at [www.dcoz.dcgov.org](http://www.dcoz.dcgov.org).
- 5. Is this project a single-family structure that is not in conjunction with the building of two or more units?**
  - If the answer is yes, go directly to the signature line.
  - If the answer is no, proceed to the next question.
- 6. Is this project an accessory structure such as a garage, patio, swimming pool or fence?**
  - If the answer is yes, go directly to the signature line.
  - If the answer is no, proceed to the next question.
- 7. Is the project solely an interior renovation with no change in the use of the building?**
  - If the answer is yes, go directly to the signature line.
  - If the answer is no, proceed to the next question.
- 8. Is the project located in an Economic Development Zone, as defined in DC Code 5-1401 et seq (DC Law 7-177)?**
  - If the answer is yes, go directly to the signature line.
  - If the answer is no, proceed to the next question.
  - For reference, a map of the Economic Development Zones is located in the Permit Service Center, Room 2300, 941 North Capitol Street NE. A copy of DC Law 7-177 is available from the Office of Documents, 441 4<sup>th</sup> Street NW.

**9. Is the project located within the Central Employment Area as defined in DC Zoning Regulations? (Title 11 DCMR)**

- If the answer is yes, go directly to the signature line.
- If the answer is no, proceed to the next question.
- For reference, a map of the Central Employment Area is located in the Permit Service Center, Room 2300, 941 North Capitol Street NE. The DC Zoning Regulations are available on the Internet at [www.dcoz.dcgov.org](http://www.dcoz.dcgov.org).

**10. Does the project involve only the operation, repair, maintenance, or minor alteration of public structures, facilities, mechanical equipment, or topographical features and involve negligible or no expansion of use beyond that previously existing?**

- If the answer is yes, go directly to signature line.
- If the answer is no, proceed to question # 8.

**11. Has an Environmental Impact Statement been prepared under the National Environmental Policy Act of 1969 (NEPA), or a determination made that no EIS is needed, or has the functional equivalent of an EIS been prepared?**

- If the answer is yes to any question, please submit appropriate documentation for review by DCRA's EIS Coordinator.
- If the answer is no, proceed to question # 9.

**12. Is an exemption claimed from the requirement to submit an Environmental Impact Screening Form pursuant to any section of DC Municipal Regulations, Chapter 72 that is not referred to in this form?**

- If the answer is yes, describe the exemption and cite the relevant section of the regulations on an attachment. A copy of Title 20, DC Municipal Regulations, Chapter 72 (the Environmental Policy Act regulations) is available for review in the Permit Service Center, Room 2300, 941 North Capitol Street NE.
- If the answer is no, proceed to question # 13..

**13. Does the total cost of the project exceed \$1.42 million, including site preparation and construction?**

- If the answer is yes and no exemption applies, an EISF is required.
- If the answer is no, you must state the cost of the entire project. The construction cost is not the cost of the project.

**14. Is the cost of this activity \$1.42 million or less?**

If yes, please answer # 14A through # 14G and proceed to signature line.

- A. Does the project site contain any species of plant or animal that is identified as threatened or endangered?
- Three species listed as threatened or endangered in the District of Columbia are: the bald eagle, Hay's Spring amphipod, and the shortnose sturgeon. Please call the Fisheries and Wildlife Division of the Department of Health at 535-2266 if you have further questions.
- B. Are any streams, lakes, ponds, springs or wetlands within or contiguous to the project site?
- If uncertain, you may visit the Internet at [www.dchealth.com/EHA/wqd/reports/htm](http://www.dchealth.com/EHA/wqd/reports/htm) – or call the Water Quality Division of the Department of Health at 535-2190.
- C. Will the project result in an emission of odorous or other air pollutants from any source?
- Call 535-2506 if you have any questions.
- D. Will this action involve the use, production or disposal of hazardous substances as defined in 20 DCMR 7299?
- For further information, please call 535-2289.
- E. Will construction be on land where the depth to the water table is less than 3 feet?
- For information, you may call 535-2190.
- F. Will blasting occur as part of the project?
- For information, call 442-4365.
- G. Will the project generate medical, infectious, radioactive or hazardous waste?
- For information, call 535-2270.

**DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS**  
**Building and Land Regulation Administration**  
**941 North Capitol Street NE, Suite 2000**  
**Washington DC 20002**

**ENVIRONMENTAL INTAKE FORM**

<b>Project Name:</b>	<b>Project Address:</b> <b>Lot:</b> <b>Square:</b>
<b>Filed Job Application # (if applicable):</b>	<b>Project Description:</b>

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's address and phone #:** \_\_\_\_\_

**Authorized agent:** \_\_\_\_\_

**Address and Phone # of authorized agent:** \_\_\_\_\_

Scope of the Project	Yes	No	Instructions
1. Does the owner of this site own adjacent or abutting property?			If yes, submit a site plan to EIS Coordinator, DCRA. If no plan exists, submit written explanation to EIS Coordinator, DCRA.
2. Does the owner of this site plan to acquire property that is adjacent to or abutting this site within the next three years?			If yes, submit a site plan to EIS Coordinator, DCRA. If no plan exists, submit written explanation to EIS Coordinator, DCRA.
3. Is additional activity planned by the applicant for this site or any site within the same square during the next three years that requires a permit?			If yes, submit a site plan to EIS Coordinator, DCRA. If no plan exists, submit written explanation to EIS Coordinator, DCRA.
4. Is this a residential project within the R-1 through R-5-A zoning districts?			If yes, skip to signature line.
5. Is this project a single-family residence that is not in conjunction with the building of two or more units?			If yes, skip to signature line.
6. Is this project an accessory structure such as a garage, patio, swimming pool or fence?			If yes, skip to signature line.
7. Is the project solely an interior renovation with no change in the use or capacity of the structure being renovated?			If yes, skip to signature line.
8. Is the project located in an Economic Development Zone, as defined in DC Code 5-1401 <u>et seq</u> (DC Law 7-177)?			If yes, skip to signature line.
9. Is the project located within the Central Employment Area as defined in DC Zoning Regulations? (Title 11DCMR)			If yes, skip to signature line.
10. Does the project involve only the operation, repair, maintenance, or minor alteration of public structures, facilities, mechanical equipment, or topographical features and involve negligible or no expansion of use beyond that previously existing?			If yes, skip to signature line.
11. Has an Environmental Impact Statement (EIS) been prepared pursuant to the National Environmental Policy Act of 1969 (NEPA), or a determination made that no EIS is needed, or has the functional equivalent of an EIS been prepared?			If yes, submit documentation to EIS Coordinator, DCRA.

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Scope of the Project	Yes	No	Instructions
12. Is an exemption claimed from the requirement to submit an Environmental Impact Screening Form pursuant to Title 20, Sec. 7202 that is not referred to in this form? If yes, describe the exemption and cite the relevant section of the regulations on an attachment.			If yes, describe on an attachment and submit to EIS Coordinator, DCRA.
13. Does the total cost of the project exceed \$1.42 million, including site preparation and construction?			If yes, and no exemption claimed, Environmental Impact Screening Form (EISF) required. If no, indicate actual project cost _____.
14. Is the cost of this project \$1.42 million or less? If yes, please answer all of the following questions:			If yes, complete A through G.
A. Does the project site contain any species of plant or animal that is identified as threatened or endangered?			If yes, EISF required.
B. Are any streams, lakes, ponds, springs or wetlands within 100 feet of the project site?			If yes, EISF required.
C. Will the project result in an emission of odorous or other air pollutants from any source, including VOCs?			If yes, EISF required.
D. Will this action involve the use, production or disposal of hazardous substances as defined in 20 DCMR 7299?			If yes, EISF required.
E. Will construction be on land where the depth to the water table is less than 3 feet?			If yes, EISF required.
F. Will blasting occur as part of the project?			If yes, EISF required.
G. Will the project generate medical, infectious, radioactive or hazardous waste?			If yes, EISF required.

I certify that all of the statements on this application are true and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and regulations of the District of Columbia. The making of false statements on this application is punishable by criminal penalties. (DC Code Sec. 22-2514)

Signature of Owner/Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_

OFFICIAL USE ONLY	
Environmental Impact Screening Form required: Yes _____ No _____ Referred to EIS Coordinator _____	
DCRA Reviewer _____ Date _____	
<p>If yes, submit to EIS Coordinator  Department of Consumer and Regulatory Affairs  Building and Land Regulation Administration</p>	
Comments _____	

**NOTE: APPROVAL OF A BUILDING PERMIT IS NOT SYNONYMOUS WITH APPROVAL OF AN ACTION OR ENTIRE PROJECT UNDER THE ENVIRONMENTAL POLICY ACT OF 1989. IF THE APPLICANT BUILDS ON THE SAME, ADJACENT OR ABUTTING PROPERTY OR EXPANDS UPON THE WORK DESCRIBED IN THE INSTANT APPLICATION OR PLANS AND SPECIFICATIONS WITHIN THREE YEARS, AN ENVIRONMENTAL IMPACT SCREENING FORM MAY BE REQUIRED FOR THE ENTIRE PROJECT, INCLUDING THE PORTION ENCOMPASSED BY THIS APPLICATION AND PERMIT APPROVAL. FURTHER, IF THE ACTION IS IN VIOLATION OF ANY FEDERAL OR DISTRICT LAWS PERTAINING TO THE ENVIRONMENT, AN EISF CAN BE REQUIRED.**

**TO REPORT WASTE, FRAUD, OR ABUSE BY ANY DC GOVERNMENT OFFICE OR OFFICIAL, CALL THE INSPECTOR GENERAL ON 1- 800- 521-1639**

5/2002